



Office of the Administrative Director — Financial Services Division — Repro-Graphics Center

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA, 1ST FLOOR • HONOLULU, HAWAII 96813-2807

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WRITTEN PRICE QUOTE DUE 8-9-06

CONTRACTOR JOB SPECIFICATIONS

1. JRC Job Number 1D-P-251
2. Form Title/Number CONDITIONS FOR COMMUNITY SERVICE PARTICIPATION
3. Quantity Required 5,000 SETS
4. Date Required 3 WEEKS AFTER RECEIPT OF P.O.
5. Finish Size Flat 8 1/2X11" Folded _____
Other _____
6. Paper Specs. 3-CARBONLESS FAN-APART FORM
1ST. SHEET WHITE CB, .0035", 2ND SHEET CANARY CFB, .0035",
3RD SHEET, BLUE CF, .0035".

7. Numbering Specs. Location on Form NONE
Numbered From _____ to _____
Color of Numbers _____
8. Perforating Specs. 2-DRILLED HOLES, 1/4" DIAMETER, 2 3/4" APART ON ALL
SHEETS.

9. Ink specs. 1-SIDED PRINTING, BLACK INK.

10. Additional Requirements NEGATIVE WILL BE PROVIDED, PROOF REQUIRED. SHRINK
WRAP IN SETS OF 100. INVOICE AND SHIP DIRECTLY TO: CIRCUIT COURT OF THE
FIRST CIRCUIT-AJCSRU, 1111 ALAKEA ST., 3RD FLOOR, HONOLULU, HI 96813. ATTN:
SHARON SATO 538-5713. RETURN NEGATIVE AND 2-SAMPLES TO THE REPROGRAPH-
ICS CENTER.

BELOW FOR REPRO-GRAPHICS USE ONLY

COMPANY	QUOTE	DATE	COMPANY	QUOTE	DATE

1D-P-251

The Judiciary, State of Hawai'i
____ District Ct. ____ Circuit Ct. ____ Family Ct. ____ Other
ADULT/JUVENILE COMMUNITY SERVICE & RESTITUTION UNIT (A/JCSRU)
CONDITIONS FOR COMMUNITY SERVICE PARTICIPATION

I, _____, understand that I have been ordered by the court to satisfactorily complete _____ hours of community service work (csrw).

While under court order to complete my community service hours, I am required to:

1. Report to work on time and follow my work schedule as instructed by my worksite supervisor.
2. Obey all rules and instructions given by my supervisor.
3. Obey all laws and local ordinances while at my worksite.
4. Notify my supervisor if I am unable to perform my work.
5. Notify my supervisor when I am leaving my worksite.
6. Complete all of my community service requirements satisfactorily on or before my deadline date, and notify my A/JCSRU caseworker upon completion of my csw hours.
7. Keep my A/JCSRU caseworker informed of all matters which may prevent me from completing my community service work.
8. Contact my A/JCSRU caseworker in the event of a change of address and/or phone number.

Other Conditions:

1. My community service work placement may be terminated after two (2) unexcused absences or if my excused absences hinder the worksite's operation. (Note: Unexcused absence = No show or telephone call to the worksite).
2. Any violation of the above conditions may result in my termination from the worksite and/or termination from further participation with the Adult/Juvenile Community Service & Restitution Unit.
3. If I am terminated from the agency worksite, I must contact my A/JCSRU caseworker. I cannot return to my agency worksite. **ANY WORK PERFORMED AFTER MY TERMINATION WILL NOT BE CREDITED TOWARD MY COURT ORDERED COMMUNITY SERVICE WORK.**
4. My deadline date in which I must complete all community service hours is _____.

My court date is _____ Time: _____ a.m. _____ p.m.

Court division: _____

PARENT-GUARDIAN RESPONSIBILITIES:

I accept responsibility for periodically (at least once a week) checking with the agency where my child is working to determine whether he/she is attending as scheduled and following instructions and worksite rules.

I accept responsibility to notify the A/JCSRU of any unexcused absences and/or any problems.

I UNDERSTAND THE TERMS AND CONDITIONS OF THE ADULT/JUVENILE COMMUNITY SERVICE & RESTITUTION UNIT (A/JCSRU) AND THAT A REPORT WILL BE SUBMITTED TO THE COURT PRIOR TO MY COURT DATE.

Date _____

Signature of Client

Date _____

For Minor's Parent or Guardian's signature

Date _____

A/JCSRU/Court Staff